

GASTON COLLEGE
COURSE SYLLABUS FOR RED 080: INTRO TO COLLEGE READING
DATE SYLLABUS REVISED: JULY 2011

INSTRUCTOR INFORMATION AND OFFICE HOURS

- Instructor: L. Heather Hall
- Email: hall.heather@gaston.edu
- Class Location: Kimbrell Campus Classroom Bldg, Room 114B
- Class Time: MW 7:45pm-10:00pm
- Website: <http://hallreading.wikispaces.com/>

COURSE DESCRIPTION:

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

GENERAL EDUCATION OUTCOMES:

RED 080 addresses the following Gaston College General Education Outcomes:

2. Communicate non-verbally by reading analytically and writing fluently.
3. Analyze problems and make logical decisions.
4. Examine the arts/humanities and social behavioral sciences from cultural and historic perspectives.
5. Analyze, manipulate, and interpret quantitative data.

LEARNING OUTCOMES:

Upon completion of RED 080, students should be able to:

1. Identify the stated and implied main ideas in written material
2. Identify supporting details in written material
3. Distinguish between fact and opinion
4. Interpret graphic materials
5. Demonstrate an ability to map and outline written material
6. Summarize written material
7. Use transitional words to signal basic patterns of organization
8. Draw conclusions
9. Use the dictionary information about words
10. Identify meanings of words from context clues, word attack strategies, and/or dictionary usage
11. Employ a variety of vocabulary building techniques
12. Use active reading and comprehension strategies appropriate to a variety of reading materials

CREDITS, HOURS, PREREQUISITES:

- Number Semester Hours Credit:4
- Number Class (Lecture) Hours Per Week: 3
- Number Laboratory Hours Per Week: 2
- Prerequisite(s): Appropriate Test Scores
- Co-requisite(s):None
- Course Format: Lab/Lecture

STUDENT MATERIALS NEEDED:

Textbooks: Henry.DJ (2011). Effective College Reading.(Third Edition). New York: Pearson Longman.
You will also need the course compass/my reading lab web card that is prepackaged with the textbook.

Goodman, Nist and Morh (2011). Improved College Reading. (Fourth Edition). New Jersey: Townsend Press.

Other Required Materials: Collegiate paperback dictionary, 3 subject notebook with dividers, assignment pad, high lighter, correction fluid, #2 pencils, 3x5 index cards (200), supplementary book to read for enjoyment

EVALUATION:

Grades are based on Gaston College's grading policy that follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

IP = 69 and below (Indicates that the student is making progress but needs additional time to develop a satisfactory level of competency. Course must be repeated.) Financial Aid may NOT pay for the course to be repeated. IP is only given to students who are correctly placed in the current class, have below a 70 average, have completed all tests and assignments, complete the final, and do not have more than the allotted absences.

F = Unsatisfactory (Course must be repeated.) Financial Aid may NOT pay for the course to be repeated. If the student has below a 70, fails to complete all assigned tests and other assignments, fails to take the final examination, has more than the allotted absences, or is not correctly placed in the current class.

WA = Withdrawal

Arts and Science Division Policy: Grades are based on a ten-point grading scale.

STUDENT'S RIGHTS AND RESPONSIBILITIES:

In the Division of Liberal Arts and Sciences, our students have a right to expect the following:

1. On the first day of class, the instructor will provide students with a course syllabus that includes course objectives, grading policies, and classroom policies.
2. Class sessions will start on time and end on time.
3. Assignments will be graded, with constructive feedback, and returned in a timely manner (normally within two weeks).
4. Students will regularly use texts and other course materials as stated in the syllabus.
5. Course activities will adhere to course/college outcomes. Deleted rest that was here.

Instructors have the right to expect the following from students:

1. Students will read the syllabus and ask for clarification if needed.
2. Students will arrive on time and leave on time (unless previous arrangements have been made with the instructor).
3. Students will wait at least fifteen minutes for an instructor who is late. They will sign a roll before leaving if the instructor is later than fifteen minutes.
4. Students will submit assignments that they have completed independently on time.
5. Students will obtain and use all required texts and course materials.

STUDENT PERSISTENCE AND SUCCESS PLAN (SPSP):

As your instructor, I am committed to supporting YOUR academic success in this course. For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I may discuss and attempt to resolve the issue with you, or I may, if the situation requires, forward my concern to the Success Coordinator to seek her/his support and assistance in the matter. My goal is to

make your learning experience in this course as meaningful and successful as possible. You are also encouraged to approach me if you are experiencing any challenges related to the class.

PARTICIPATION POLICY:

College Policy: The instructional work of the college is designed for class participation and attendance. The responsibility for class participation and attendance is placed specifically on the individual student. Official college requirements are based on a 90% participation rate. Therefore, if a student has failed to participate in 10% or more of the scheduled class hours or learning activities, a student may be withdrawn by the instructor or assigned a grade of "F" up until the published withdrawal date. For students violating participation requirements after the published withdrawal date, a grade of "F" may be assigned by the instructor. Once an instructor has posted a grade, the student no longer has an option to withdraw from that class. Please see the Student Handbook for information regarding absences for religious/non-religious observances.

This policy does not remove the right of faculty to reward or penalize students for participation and attendance issues at any point during the semester. Please review course-specific instructions related to attendance to ensure compliance with stated requirements for this class. Faculty may enforce an alternate policy where required by divisional or departmental practices, accreditation requirements and other similar issues. **Under no circumstances will children or other non-enrolled individuals be allowed to attend class**

Class Policy:

It is expected that each student will attend every class for which he/she is scheduled. We have an attendance policy within the Developmental Department. For regular day classes that meet 5 days per week, a maximum of eight (8) absences is allowed. A maximum of three (3) absences is allowed for night classes that meet 2 nights per week. For hybrid classes that meet 2 days per week in the classroom, a maximum of three absences is allowed. (If your class meets for a different number of times than these examples, please check with your instructor for clarification on the attendance policy.) If the student misses more than the allowable absences, the student will be dropped from the class. If a student misses a class, he/she is responsible for obtaining class material missed. After the last day to drop the class, students who have more than the allowable absences will receive an "F" for the class. **Under no circumstances will children or other non-enrolled individuals be allowed to attend class.**

MAKEUP POLICY:

No make up work is accepted in Reading 080. One major test, two vocabulary quizzes, and three homework grades may be dropped. Tests may be taken early if you know you are going to be absent. Papers and assignments may be turned in early.

College Policy: The student is responsible for all material covered in each course for which he is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the course work. The student is further responsible for initiating any request to make up work because of class absence. The decision to assist the student with makeup work, including tests, in every case rests with the instructor. The instructor may require verification of medical or personal circumstances presented by the student to influence this decision. Course work not made up may cost a student grade advantage in the final evaluation since the instructor is not required to offer the student an opportunity to make up course work. Course work that an instructor accepts late may result in the student receiving a lower grade for the work.

TARDINESS POLICY:

Three tardies are considered an absence. A student is allowed only six tardies per semester. After 6 tardies, every tardy is considered an absence. Any part of a class missed is considered a tardy, whether it be at the beginning, middle or end of class.

COURSE WITHDRAWAL PROCEDURE:

Division Policy: Any student who violates the attendance policy stated above for this course will be withdrawn from the course by the instructor. If a student violates the attendance policy after the withdrawal period, the student will receive an F in the course for non-attendance.

College Policy: It is the student's responsibility to withdraw from class. Withdrawal from a course for academic reasons must be initiated by the student prior to the eleventh week of the semester. The student must complete and submit an official withdrawal form available in the Office of the Registrar.

STUDENT BEHAVIOR POLICIES:

1. Please put your first name, last name and time of class on all papers. Failure to do this may result in academic penalty.
2. Use blue or black ink or pencil on all of your papers. Do not use red ink.
3. Do not bring meals to class.
4. Your textbook and vocabulary book are considered workbooks and you must write in them. It is not permitted to put your answers on a separate sheet of paper. Old textbooks that have the answers filled in are not allowed.
5. You must bring your textbook, vocabulary book, paper and pen/pencil to class everyday. On lab days you do not have to bring your books.
6. No phone calls or texting in class. No ear buds are to be worn in class.

College Policy: According to the Student Handbook, "All students have the right to a safe, peaceful and honest educational environment. Therefore, when in the judgment of college officials a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community." Certain behaviors are prohibited, including, but not limited to, academic dishonesty, theft or damage to property on college premises, violation of the drug and alcohol policy, lewd or indecent conduct, violation of the sexual harassment policy, intentional obstruction or disruption of teaching, mental or physical abuse of any person on college premises, and violation of the computer resources acceptable use policy. The student code of conduct, disciplinary procedures, and policies listed above appear in the Student Handbook.

ACADEMIC DISHONESTY POLICIES:

All students are expected to adhere to academic honesty. All work must be that of the student. Plagiarism results in a zero for the assignment and can lead to removal from the class.

College Policy: According to the Student Handbook, academic dishonesty includes, but is not limited to the following acts: **CHEATING** - Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. **FABRICATION AND FALSIFICATION** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information; fabrication refers to the invention or counterfeiting of information. **MULTIPLE SUBMISSIONS** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization. **PLAGIARISM** - Intentional presentation of the work of another as one's own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge. **COMPLICITY IN ACADEMIC DISHONESTY** - Intentionally helping or attempting to help another to commit an act of academic dishonesty. The policy on academic dishonesty, as well of examples of the acts listed above, appear in the Student Handbook.

ELECTRONIC DEVICES STATEMENT:

Cell phones must be turned off before entering the classroom. If a ringing cell phone becomes a persistent problem during class, you may be asked to leave for the day. No texting is allowed during class..

College Policy: To minimize classroom disruptions and protect the integrity of test-taking situations, electronic communication devices such as telephones and pagers are generally not permitted in instructional areas at Gaston College. See the Gaston College Student Handbook for emergency personnel exceptions. **Cell phones must be turned off before entering classroom. Pagers must be silent.**

ADA STATEMENT:

College Policy: In order to receive services under the Americans with Disabilities Act and Section 504, students are responsible for supplying appropriate documentation of a disability to the Counseling Center well in advance of class registration. Students should also schedule a meeting with a counselor in the Counseling Center to discuss individual needs regarding reasonable accommodations. The Counselor for Special Needs may be reached at (704) 922-6224 or in Myers Center Room 231. See the Gaston College Academic Catalog for details.

CAMPUS SAFETY ANNOUNCEMENT:

Gaston College is very concerned about protecting our students, employees, and visitors at all campuses. You can help the College to protect everyone by reporting any suspicious activities or threats to your instructor, Campus Police, or any other college official. The College takes steps to protect anyone who has reason to believe that he/she is in danger. Also, remember to keep your belongings in secure places at all times. The College offers free and confidential counseling services to students with personal concerns. Students may be referred to local community resources when warranted.

"Together, we can help our campus to be a safer place."

Important Contact Information

Campus Police/Security

Dallas Campus, Pharr Trade and Industrial Building (PTI), Room 125, 704-922-6480
Lincoln Campus, Room 119, 704-748-1049

Counseling Center

Dallas Campus, 2nd Floor Myers Center, 704-922-6220
Lincoln Campus, Room 201, 704-748-1051

Kimbrell Campus

Dean of the Kimbrell Campus, ECC 207, 704-825-3737, Ext. 341

ACADEMIC COMPLAINTS PROCEDURE:

College Policy: Most academic matters generally will be left to the discretion of the faculty member. Instructors have the academic freedom to cover the material on the departmentally approved syllabus in a variety of ways. Some instructors may have primarily lecture formats while others may have class discussion/participation driven formats. Some classes, by nature of the course, cover controversial topics. This does not mean the instructor personally espouses a particular point of view (lifestyle, religious affiliation, ethnic view, etc.). Any complaints about your academic experiences (other than final grade) may be addressed informally or formally. Academic complaints are defined as complaints regarding course design and content, teaching performance, and instructor conduct. No retaliation or adverse action will be taken against the student for filing the complaint. If possible, talk directly to your instructor in a professional, courteous manner about your issue, and make a good faith effort to resolve the issue. If this approach does not work to your satisfaction, you may wish to make a formal, written academic complaint. The Academic Complaint Form may be obtained from an administrative assistant in any Dean's office. The form asks you to put your complaint and your proposed resolution in writing, and it guides you through

a step-by-step process. If you inappropriately attempt to register your complaint to a higher administrator in the organization, you will most likely be directed to follow the Academic Complaint process through the supervisory chain unless you have an urgent issue of health, safety or welfare that warrants immediate attention.

DEPARTMENT CHAIRS IN THE ARTS & SCIENCES DIVISION:

Department	Chair	Office Location	Office Phone	Office Email
Developmental Education (Math, Reading, and English)	Cherry Deal	DSC 126	704.922.6569	deal.cherry@gaston.edu
Dean of Arts & Sciences	Heather Woodson	RCB 224	704.922.6310	woodson.heather@gaston.edu

COURSE SCHEDULE:

The Effective Reader. Test after each chapter. (1-11)

Advancing Vocabulary Skills-Quiz after each chapter (1-12) plus chapters 18 and 24; Unit Tests are given after 5 chapters and count as major tests.

FINAL EXAM INFORMATION:

The final exam encompasses chapters 1-12 (plus #18 and #24) from the vocabulary book and chapters 1-11 from the textbook. It is a three hour test given during exam week, which is the last week of the semester. It is imperative that a student shows mastery of the learning outcomes listed at the beginning of this syllabus. Upon completion of Reading 090, if a student does not show proficiency of these outcomes as measured by the final exam, he/she will not pass the class

FINAL EXAM SCHEDULE:

Monday, December 12 from 5:30pm-8pm.

COMPUTER ACCESS

Upon registration and payment for a course, students will be given access to campus computer labs. Students should refer to the GC Student Handbook and review the "Acceptable Use Policy" before using any campus computers. To monitor use of the campus computers, each student has been assigned a user name and a password. To obtain your personal GC ID and password for general computer access, WebAdvisor, Blackboard and student email refer to <http://www.gaston.edu>.

ADDENDUM:

A SPECIAL NOTE FROM YOUR INSTRUCTOR

A student can receive assistance in several ways.

1. First, your instructor will be in the office during office hours to assist you. If you need help, see your instructor immediately. If this time does not work for you, check with your instructor to see if you can make an appointment at a different time.
2. Another way to obtain assistance is to use Gaston College Learning Center in the Dalpiaz Student Success Center.
 - The Learning Center has computers with software that corresponds to the textbook.
 - You may also apply for free peer tutor sessions. If you are experiencing difficulty at the beginning of the semester, it is highly recommended that you obtain a tutor immediately and work with the tutor on a regular basis.
 - Another way to get the help you need is to find a "Study Buddy." Studying in a group setting will increase your chances of success in any course.

RECORD OF GRADED WORK:

MAJOR TESTS

Chapters 1 and 2 _____

Chapter 3 _____

Chapter 4 _____

Chapter 5 and 6 _____

Chapter 7 _____

Chapter 8 _____

Chapter 9 _____

Chapter 10 _____

Chapter 11 _____

Vocabulary Unit Test 1 _____

Vocabulary Unit Test 2 _____

SIGNATURE PAGE:

Instructor: L. Heather Hall

Course and Section: Reading 080 – KC100

Semester: Fall 2011

I, _____ have read and understand and agree to abide by all
(Print Your Name)

the statements in this syllabus. I also understand that I must make at least a 70 on the final exam AND at least a 70 as my class average.

Sign your full name _____

Phone _____

Email Address _____